

**Project:** Integrated Process Group (iPG)

**Activity:** Quality Assurance and Management (QA)

**Purpose:** Address the quality of the processes performed by the iPG, and the quality of iPG work products

<b>Entry Criteria:</b> iPG in operation	<b>Verification (Measures)</b>	<b>eXit Criteria</b> Quality iPG processes, products, and services
<b>Inputs</b> <ul style="list-style-type: none"><li>– Process descriptions, policy</li><li>– Work product requirements</li><li>– iPG work products, e.g. charters, plans, reports, process descriptions...</li><li>– Compliance reports</li><li>– Compliance reports and measures</li><li>– QA report</li></ul>	<b>Tasks: (Responsibility)</b> <ol style="list-style-type: none"><li>1. Establish QA policy (<i>iPG chair</i>)</li><li>2. Assign primary QA responsibility (<i>iPG chair</i>)</li><li>3. Establish and obtain commitment to QA plan, including roles, responsibilities, resources, schedule, measures, training required if necessary, etc (<i>QA</i>)</li><li>4. Assess compliance of iPG processes to their process descriptions – each of 6 processes once a month for 3 months, then quarterly (<i>QA, process practitioner</i>)</li><li>5. Evaluate iPG work products against their requirements and standards – as required by the plan (<i>QA</i>)</li><li>6. Report non-compliance to process owner, iPG chair, and to the full iPG for project management related issues (<i>QA</i>)</li><li>7. Analyze process or product deviations and measures, and impact of those deviations; identify corrective actions required and improvement opportunities (<i>QA</i>)</li><li>8. Initiate actions to improve quality (iPG)</li></ol>	<b>Outputs:</b> <ul style="list-style-type: none"><li>– QA policy</li><li>– Designated QA lead</li><li>– QA plan</li><li>– Process compliance report, measures</li><li>– Product compliance report, measures</li><li>– Action items to address non-compliance</li><li>– QA report</li><li>– Quality improvement action plans</li></ul>
<b>Notes and References:</b> PA15, Quality Assurance and Mgmt	<b>Roles, Responsibilities:</b> ASU to assume lead role	<b>Summary Description:</b>